

# Building Construction

# CAPITAL IMPROVEME PROGRAM SURVEY

## Proposed Project Detail

Agency/Department: PUBLIC WORKS DEPARTMENT

Priority Rank by Agency/Dept: 5  
Required/Desired Date of Project Completion:

Project Name: RENOVATE INSIDE OLD GARAGE

Type of Project : RENOVATION

Project Description: REPAIR AND UPGRADE PUBLIC WORKS FACILITY

Justification: MAINTAIN TOWN PROPERTY, UPGRADE TO ENERGY EFFICIENT LIGHTING AND HEATING.

Benefits: LOWER UTILITY COSTS. OFFER A SAFER AND MORE PRODUCTIVE WORK ENVIRONMENT.

Costs If Not Implemented:

ESTIMATED PROJECT COSTS	FUNDING SOURCE	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	DEFERRED PROJECTS	SOURCE OF COST ESTIMATES
Planning & Engineering		\$								
Site & ROW Acquisition										
Construction		\$20,000	\$20,000	\$10,000						
Equipment Purchases										
Other (Identify)										
SUBTOTAL										
New Personnel										
Annual Maintenance										
TOTAL COST TO TOWN		\$20,000	\$ 20,000	\$10,000						
FUNDING SOURCE: (1) Capital Non-Recurring Fund (2) Short-Term Note (3) Bond Issue (4) Grant (5) Trust Fund (6) Special Assessment (7) General Fund(8) Other										

# **CAPITAL IMPROVEMENT PROGRAM SURVEY**

## **Proposed Project Detail**

**Final Priority**

**Agency/Department:** Ellington Board of Education

**Priority Rank by Agency/Department :**

**Project Name:** Administration Building Addition

**Required/Desired Date of Project Completion:** 09/2017

**Type of Project:** Addition/Site Work

**Project Description:** Add an addition of approximately 750 sq. ft. that would accomodate storage and technology dept. needs.

**Justification:** Proposes eliminating shed. Central Office documents, paper storage, & technology personnel would be located in the Central Office.

**Benefits:** Storage connected to facility. Technology department may be able to be moved in freeing up space at Center School.

**Cost if not Implemented:** Potential costs in purchasing new parts due to lack of storage or coordination of spare parts.

ESTIMATED PROJECT COSTS	FUNDING SOURCE	F.Y. 2012-2013	F.Y. 2013-2014	F.Y. 2014-2015	F.Y. 2015-2016	F.Y. 2016-2017	TOTAL	DEFERRED PROJECTS	SOURCE OF COST EST.
Planning & Engineering									
Site & ROW Acquisition									
Construction						\$80,000	\$80,000		
Equipment Purchases									
Other (Identify)						\$20,000	\$20,000		
SUB TOTAL						\$100,000	\$100,000		
New Personnel									
State Grant						\$29,000	\$29,000		
TOTAL COST TO TOWN						\$71,000	\$71,000		

**FUNDING SOURCE:** (1) Capital Non-Recurring Fund (2) Short Term Note (3) Bond Issue (4) Grant (5) Trust Fund (6) Special Assessment

(7) General Fund (8) Other

# CAPITAL IMPROVEMENT PROGRAM SURVEY

Proposed Project Detail

SEE EXPLANATION BELOW FOR COMPLETE SYSTEM PLAN

Agency/Department: Ellington Board of Education

Priority Rank by Agency/Department :

Required/Desired Date of Project Completion: 9/2015

Project Name: Crystal Lake Renovation project

Type of Project: Repair

Project Description: This building has it's original 50 year old infrastructure. There are a number of repairs and refurbishments that are needed.

Justification: If all the refurbishments are packaged and done as a state project they are all reimbursable. Individually not all projects are eligible.

The costs for individual projects stated here are estimated based on old data/estimates.

Benefits: This would be the final Ellington school to be renovated. The Crystal Lake area has a large number of potential building sites.

Cost if not Implemented: We will be dealing with emergency situations as they occur. This means additional costs based on emergency timelines.

ESTIMATED PROJECT COSTS	FUNDING SOURCE	F.Y. 2012-2013	F.Y. 2013-2014	F.Y. 2014-2015	F.Y. 2015-2016	F.Y. 2016-2017	TOTAL	DEFERRED PROJECTS	SOURCE OF COST EST.
Planning & Engineering									
Site & ROW Acquisition									
Construction									
Equipment Purchases									
Other (Identify)									
SUB TOTAL									
New Personnel									
Annual Maintenance									
State Reimbursements@58%									
TOTAL COST TO TOWN									

Initial presentation made to BOS  
9/18/2006

FUNDING SOURCE: (1) Capital Non-Recurring Fund (2) Short Term Note (3) Bond Issue (4) Grant (5) Trust Fund (6) Special Assessment  
(7) General Fund (8) Other

# ELLINGTON PUBLIC SCHOOLS' CAPITAL IMPROVEMENT PLAN

FACILITY	DESCRIPTION	TOTALS	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
SYSTEMWIDE:	Crystal Lake School Renovation/Expansion		Initial presentation made to BOS 9/18/2006					
CRYSTAL LAKE:	CLS Driveway (Incl in project)	\$166,860			\$166,860			
	CLS Gym Floor (Incl in project)	\$219,000			\$219,000			
	Windermere Upgrades							
SYSTEMWIDE:	Technology (EMS/WIND/CL)							
	Special Education Vans	\$300,000	\$47,000		\$300,000	\$26,500	\$27,000	\$27,500
	Maintenance Vehicles	\$179,000		\$27,000	\$26,000		\$30,000	
	Field Irrigation WIND/EHS	\$97,000			\$40,000	\$500,000		
ELLINGTON HIGH:	Security Enhancements	\$500,000		\$50,000				
	Bleacher Motorization	\$50,000		\$18,630				
ELLINGTON MIDDLE:	Heating Controls (CEM)	\$18,630						
WINDERMERE:	Ceiling / Floor Renovation	\$86,000	\$86,000					
	Reroofing	\$500,000		\$500,000	\$500,000			
	Health Suite Renovations	\$500,000		\$45,000				
	Air Conditioning Windermere k-2 wing	\$45,000			\$665,000			
	New Safety Fencing	\$665,000						
	New Asphalt overlay to Parking Lot	\$10,000	\$10,000					
	Wi Fi 5-6 Wing	\$33,726		\$33,726				
	Generator	\$57,436		\$57,436				
ADM. BUILDING:	Adm. Bldg. Storage/Tech Addition	\$104,500	\$104,500					
	Adm Bldg Re-roofing flat/gutter work	\$43,242	\$43,242				\$100,000	
	<b>TOTALS:</b>	\$3,289,534	\$290,742	\$731,792	\$1,531,000	\$526,500	\$157,000	\$27,500
	Estimated State Reimbursements @ 58%	\$621,540	\$0	\$290,000	\$230,000	\$0	\$29,000	\$0
	<b>NET COSTS:</b>	\$2,680,534	\$290,742	\$441,792	\$1,241,000	\$526,500	\$128,000	\$27,500

# CAPITAL IMPROVEMENT PROGRAM SURVEY

Final Priority:

## Proposed Project Detail

Agency/Department

Ellington Volunteer Fire Department, Inc.

Priority rank by Agency/Dept: 2

Required/Desired Date of Project Completion:

July 2013

Project Name:

Firehouse

Type of Project: Building Construction

Project Description:

Construction of an additional fire station on Pinney St. for coverage of the south end of town.

Justification:

This is an urgent request to address significant deficiencies with the current facility and to provide improved coverage for the southern area of town.  
This is a recommendation of both the ESCi survey and the latest ISO rating for Ellington.

Benefits:

The facility will significantly decrease the response time for that area of town as well as address operational and training deficiencies within the current available facilities.

Costs If Not Implemented:

Continued lengthy response times to distant areas of the response district, undesirable insurance ratings, inability to meet basic industry requirements, unable to house replacement apparatus which is urgently required.

ESTIMATED PROJECT COSTS	FUNDING SOURCE	FY 2012-13	FY 20013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	DEFERRED PROJECTS	Source of Cost Estimates
Planning & Engineering										
Site & Row Acquisition										
Construction		\$ 3,100,000.00								Discussions with Architectural
Equipment Purchase										
Other (Identify)										
SUB TOTAL										
New personnel										
Annual Maintenance										
TOTAL COST TO TOWN		\$ 3,100,000.00								

FUNDING SOURCE

(1) Capital Non-Recurring Fund (2) Short Term Note (3) Bond Issue (4) Grant (5) Trust Fund (6) Special Assessment  
(7) General Fund (8) Other

# CAPITAL IMPROVEMENT PROGRAM SURVEY

## Proposed Project Detail

Agency/Department: PUBLIC WORKS DEPARTMENT

Priority Rank by Agency/Dept: 5  
Required/Desired Date of Project Completion:

Project Name: RECREATION FACILITY AT BROOKSIDE PARK

Type of Project : CONSTRUCTION

Project Description: FUNDING REQUESTED HERE IS TO ADDRESS THE NEEDS TO UPDATE AND RENOVATE THE EXISTING PAVILION LOCATED AT BROOKSIDE PARK. THESE FUNDS WILL ENABLE A PLANNING AND NEEDS PLAN FOR THE FACILITY AND HOW IT WILL ALLOW THE PARK TO ADDRESS THE NEEDS OF THE USERS.

Justification: RECREATION DEPT IS CURRENTLY SHARING SPACE WITH HUMAN SERVICES AND BOTH DEPARTMENTS REQUIRE MORE ROOM THAN IS AFFORDED THEM PRESENTLY.

Benefits: ADDITIONAL ROOM FOR BOTH DEPARTMENTS, RECREATION DEPARTMENT IS LOCATED CLOSER TO THE PEOPLE THEY SERVE.

Costs If Not Implemented:

ESTIMATED PROJECT COSTS	FUNDING SOURCE	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	DEFERRED PROJECTS	SOURCE OF COST ESTIMATES
Planning & Engineering		\$		\$ 10,000						
Site & ROW Acquisition										
Construction		\$								
Equipment Purchases										
Other (Identify)										
SUBTOTAL		\$								
New Personnel										
Annual Maintenance										
TOTAL COST TO TOWN		\$								

FUNDING SOURCE: (1) Capital Non-Recurring Fund (2) Short-Term Note (3) Bond Issue (4) Grant (5) Trust Fund (6) Special Assessment (7) General Fund (8) Other

# CAPITAL IMPROVEMENT PROGRAM SURVEY

## Proposed Project Detail

Agency/Department: PUBLIC WORKS DEPARTMENT

Priority Rank by Agency/Dept: 5  
Required/Desired Date of Project Completion:

Project Name: ANIMAL CONTROL FACILITY

Type of Project : CONSTRUCTION

Project Description: CONSTRUCTION OF A 1,400 SF INDOOR/OUTDOOR ANIMAL CONTROL FACILITY.

Justification: PRESENT FACILITY IS OUTDATED AND NOT UP TO STATE STANDARDS.

Benefits: STATE STANDARD REQUIREMENTS MET AND CLEANLINESS.

Costs If Not Implemented:

ESTIMATED PROJECT COSTS	FUNDING SOURCE	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	DEFERRED PROJECTS	SOURCE OF COST ESTIMATES
Planning & Engineering		\$			\$ 15,000					
Site & ROW Acquisition										
Construction		\$					\$337,840			Russell & Dawson
Equipment Purchases										
Other (Identify)										
SUBTOTAL		\$					\$337,840			
New Personnel										
Annual Maintenance										
TOTAL COST TO TOWN		\$								
FUNDING SOURCE: (1) Capital Non-Recurring Fund (2) Short-Term Note (3) Bond Issue (4) Grant (5) Trust Fund (6) Special Assessment (7) General Fund (8) Other										



# CAPITAL IMPROVEMENT PROGRAM SURVEY

## Proposed Project Detail

Agency/Department: Human Services/YSB

Priority Rank by Agency/Dept: 1  
Required/Desired Date of Project Completion: 2013

Project Name: Human Services Office Addition

Type of Project: Construction

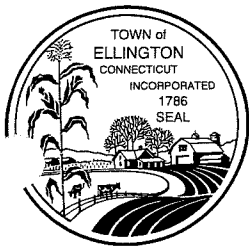
Project Description: Provide additional space for professional counseling services.

Justification: Human Services has a licensed MFT on staff, but no space to provide services.

Benefits: Increased revenue for dept/town. Services remain in town rather than being referred out.

Costs If Not Implemented: Youth counseling becomes a referral based service, there will be lost of continuity of source and revenue.

ESTIMATED PROJECT COSTS	FUNDING SOURCE	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	DEFERRED PROJECTS	SOURCE OF COST ESTIMATES
Planning & Engineering	3	\$ 10,000						\$ 10,000		
Site & ROW Acquisition										
Construction	3	\$240,000						\$240,000		
Equipment Purchases										
Other (Identify)										
SUBTOTAL		\$250,000						\$250,000		
New Personnel										
Annual Maintenance	7	\$ 2,621						\$ 2,621		
TOTAL COST TO TOWN		\$252,621						\$252,621		
FUNDING SOURCE:		(1) Capital Non-Recurring Fund	(2) Short-Term Note	(3) Bond Issue	(4) Grant	(5) Trust Fund	(6) Special Assessment			
		(7) General Fund(8) Other								



STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET • P. O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

[www.ellington-ct.gov](http://www.ellington-ct.gov)

Human Services Department  
31 Arbor Way-P.O. Box 187  
Ellington, CT 06029

860 870-3128  
860 870-3198 Fax  
[dcrayton@ellington-ct.gov](mailto:dcrayton@ellington-ct.gov)

June 21, 2011

Benjamin Barnes, Secretary  
Attention: Barbara Rua  
Office of Policy and Management  
Budget and Financial Management Division  
450 Capitol Avenue  
Hartford, Connecticut 06106

**RE: Town of Ellington: FY 2012 STEAP Application**

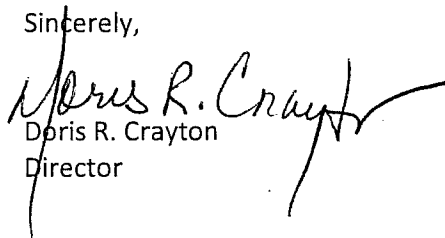
Dear Ms. Rua:

Thank you for the opportunity to submit an application for the FY:2012 STEAP Grant. Our application is for an addition to the Human Services Department to consolidate Youth Services counseling and programs while providing more office space for staff. Along with the completed application, you will find the following attachments.

- \_\_\_ Exhibit 1: Design Drawing of expansion with description of demolition /construction
- \_\_\_ Exhibit2: Impact of Youth Services, description of programs and services
- \_\_\_ Exhibit 3: Site location map
- \_\_\_ Exhibit 4: Page 4 Statements

We hope that during review of our application you will become acquainted with Ellington Youth Services and consider funding the this expansion to the Human Services .

Sincerely,

  
Doris R. Crayton  
Director

State of Connecticut  
Office of Policy and Management  
STEAP Project Application, Analysis & Eligibility  
*Pursuant to Connecticut General Statutes Section 4-66g*

Please complete one application for each project and also indicate the priority order of all projects submitted. Please submit two copies of the complete application package. Applications should be typed and are available at [www.ct.gov/opm](http://www.ct.gov/opm). Please contact Barbara Rua ([Barbara.Rua@ct.gov](mailto:Barbara.Rua@ct.gov) or 860-418-6303) or Steven Kitowicz ([Steven.Kitowicz@ct.gov](mailto:Steven.Kitowicz@ct.gov) or 860-418-6409) with questions. When necessary, attach response in separate document.

Applicant Town Town of Ellington  
Town Address 55 Main Street- P.O. Box 187, Ellington, CT 06029  
Project Address 31 Arbor Way, Ellington, CT 06029

If no project address is available, please provide street intersection detail.

Requested FY 2012 STEAP Funding \$250,000

Identify town officials and professionals that may be contacted with questions regarding this application.

Doris Crayton, Human Services Director, [dcrayton@ellington-ct.gov](mailto:dcrayton@ellington-ct.gov), 860-870-3128

Print Name, Title, Email Address and Phone Number

Peter Williams, Building Official, [pwilliams@ellington-ct.gov](mailto:pwilliams@ellington-ct.gov), 860-870-3124

Print Name, Title, Email Address and Phone Number

Maurice Blanchette, First Selectman, [mblanchette@ellington-ct.gov](mailto:mblanchette@ellington-ct.gov), 860-870-3100

Print Name, Title, Email Address and Phone Number

Provide a description of the project which includes the purpose of the project. Please be clear as to whether the funds you are requesting are for design, planning, site acquisition or construction. **Please be as comprehensive as possible in the description of this project. (If necessary, attach response in a separate document.)**

This is a 970 square foot addition (with basement) to an existing building of 2,500 square feet which is now shared evenly by the Town's Human Services and Recreation Departments. It will add the following to the Human Services Department's existing net space: three offices, one bathroom, one closet, and one storage area (See Exhibit 1). The new area will provide added space particularly for Youth Services' clients and staff which is seeing more need for its services, and will provide the privacy sorely needed but now lacking for Human Services client meetings. Grand funds will be used for planning, design, and construction. It will allow Human Services to consolidate services that are scattered in different locations.

How will the completion of this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates. *(If necessary, attach response in a separate document.)*

Human Services will function better and more efficiently. There will be some temporary growth in job hours during

the Planning, Design, and Construction phases of this addition. There is expected to be long term expansion of

programs to meet growing client (youths and their families) needs, especially for counseling, provided by Youth

Services. The existing food pantry operating at the site will have room for expansion as Youth Services gains

approximately 90 square feet of new above ground storage space, and Human Services gains 960 square feet of basement storage, leaving more space for the pantry. (See attached Exhibit 2, Impact on Youth Services Programs.)

What, if any, planning or design work has begun or been completed on this project?

A preliminary design drawing was completed in 2008

(See Exhibit 1-design drawing)

Is the proposed project consistent with the State Conservation and Development Policies Plan? (Plan detail is available at: [www.ct.gov/opm/cdplan](http://www.ct.gov/opm/cdplan).)

Yes

Will the project require the conversion of lands currently in agricultural use to non-agricultural use? Does the project area contain prime or important agricultural soils that are greater than 25 acres in area?

No. No.

Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, etc. *(If necessary, attach response in a separate document.)*

The addition to the existing building does not impact the surrounding area in that it is mainly comprised of town owned land.

Is this project a phase of a larger plan? If yes, please attach additional information regarding the overarching, long-term plan.

No, this is not a phase of a larger plan.

## **Project Funding**

Please complete the following table detailing project funding sources. Examples of the other sources include: other state grants (please specify which), federal grants (please specify which), past STEAP awards (please specify fiscal year), etc. Under uses please indicate estimated costs including, but not limited to, professional services, acquisition, construction, renovation, contingency, etc.

<b><u>Funding Sources</u></b>	<b><u>Total</u></b>
FY 2012 STEAP grant	\$250,000
Local (applicant) funds	\$-0-
<b>Other funds:</b>	\$-0-
<b>Total Project Cost</b>	\$250,000
<b><u>Uses (Project Budget)</u></b>	
Updated design drawing to current requirements	\$10,000
Construction	\$240,000
<b>Total Project Cost</b>	\$250,000

Of the funding sources listed above, have all funds been secured to date? If all project funds have not been raised or secured, what is the anticipated source and timeline for remaining funds? If applicable, note any plans to apply for future STEAP funds for this project.

There are no other funding sources that have been raised or secured for this project.

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Please detail, what funds, if any, have been expended to date for this project?

\$16,900.00 was expended for the design drawing in 2008.

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Will this project move forward if the requested STEAP funds are not awarded or are awarded in part? Please explain.

No. This project was in the town's 2011-2012 capital improvement budget request and was not approved due to unavailable funds.

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**Attach the following material:**

1. Site location map
2. Real estate appraisals (if land acquisition is proposed)
3. Proposed project schedule
4. Project cost estimates supporting the request for funding (if available)
5. List of necessary local, state, and federal permits and approvals required for the project and the status of each
6. Environmental site assessments (if applicable)
7. Any town resolutions in support of the project

**Please forward the items requested above with your application for STEAP assistance to:**

Benjamin Barnes, Secretary  
Attention: Barbara Rua  
Office of Policy and Management  
Budget and Financial Management Division  
450 Capitol Avenue  
Hartford, Connecticut 06106

**This page must be read and signed by the chief executive official of the municipality in order for the municipality/ project to be considered for STEAP funding.**

My signature below, as First Selectman, Mayor or Town Manager of the Town of \_\_\_\_\_, indicates acceptance of the following and further certifies that:

1. I will comply with any grant terms and conditions required by the administering agency;
2. I understand that should this grant application be approved I will be required to sign an assistance agreement with the assigned administering agency delineating the terms and conditions of this grant;
3. I understand that various permits may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review; and
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the General Statutes.



Applicant's Signature

\_\_\_\_\_  
Title



Date

**RUSSELL  
& DAWSON**  
ARCHITECTURE  
& ENGINEERING

Exhibit 1

FILE COPY

330 ROBERTS STREET (EXIT 5B, 1-84) EAST HARTFORD, CONNECTICUT 06108-3654 PHONE (860) 289-1100 FAX (860) 289-3272

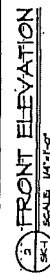
**Human Services Office  
Ellington, CT**

**File: 08.140**

970 Square foot addition with basement

1. General Conditions-Contractor
2. Demolition
3. Move and restore Sidewalk & Planting
4. Excavation, Stripping, Backfilling
5. Concrete Foundation
6. Concrete Basement Slab
7. Basement Access Hatchway
8. LVL & TJI floor framing & sheathing
9. Wall and roof framing & sheathing
10. Siding & Trim
11. Insulation
12. New Windows
13. New doors
14. Interior partitions, studs, sheetrock
15. Remove & replace existing windows
16. Roof shingles
17. Exterior concrete landing & steps
18. Acoustical ceilings
19. Painting, trim & finishes
20. Carpet floors
21. New plumbing fixtures & piping
22. Oil fired furnace, DX coil, condenser, flue
23. Ductwork and diffusers
24. Electrical power and lighting





## Exhibit 2

### Counseling Room

(Small room next door, 33 Arbor Way, in Residential Troopers Building)

No Phone/computer access or access to resource materials in main office.

No bathroom access in the building. We have to leave the building and I have to stand there and wait until they are finished which makes for awkward situations.

No waiting room-if there is overlap, clients must wait outside or in their cars. If I need to talk with an individual family member – someone has to go outside or in their car. When there is inclement weather, it adds to this problem in greater difficulty. I have actually stood outside in the pouring rain with a parent to talk about issues with their child.

### Main Office

Three people share a small office space, (our chairs actually bump into each other). As a family therapist, I deal with confidential matters – through phone calls, records and walk-ins. I don't have the ability to shut the door, because the other staff needs to do their work also. I am not able to effectively and ethically do my job.

The staff and I have a difficult time focusing and getting projects completed with the constant distraction of each other.

In order to have meetings or conversations with staff we need to leave the office due to the presence of other staff members which makes it difficult to be an effective supervisor.

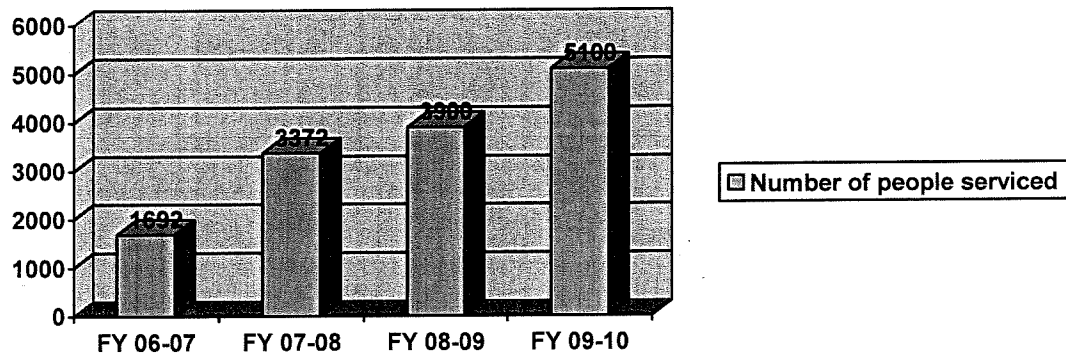
Safety Issues- it is difficult to get from one side of the room to the next when all three staff members are present.

Due to the lack of space we cannot expand our programs by taking on interns. The request for programs and counseling are growing and the needs are becoming more severe. The use of interns would increase our revenue.

For group work- we have access to one room in the whole school district. We are competing for space with all of the communities' groups and school functions. This one room access limits the number of groups and types of groups youth services can run.

Storage space- with the expansion of our programs and the expansion of our supplies for those programs, we currently have to use office, conference and other departmental spaces.

**Ellington Youth Services** offers a wide variety programs that assists youth and families on all stages of life. We are continually expanding and improving upon our programs to maintain the highest level of service to the Ellington community.



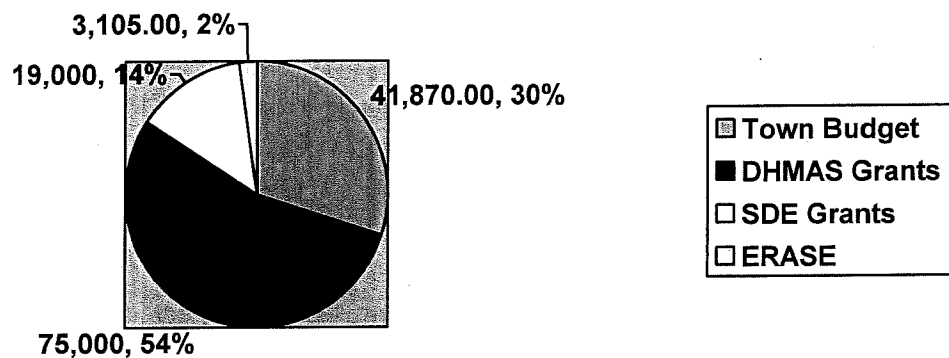
**Youth Services currently receives 5 grants to assist in the funding of positions and programs.**

State Department of Education – We receive two grants which partially cover the cost of program assistant position. One grant is yearly for \$14,000 and the second is another yearly grant for \$5,000. Each year we have to reapply for these grants to receive funding and their funding source is from the state of Connecticut budget.

ERASE funds a yearly grant of \$3,100 which is used for prevention activities and education for underage drinking and drug use.

Department of Mental Health and Addiction Services –

In January 2010, we received a 5 year grant for prevention of underage alcohol use (total funding \$320,000). The funding source for these grants is from a federal grant which the State of Connecticut had received.



## **Descriptions of Ellington Youth Services Programs**

### **744 – Enrichment Programs**

#### **Journey Adventure Program –**

Journey helps kids learn more about themselves, increase self-motivation and how to get through some of life's challenges. In class the students attain skills such as: respect for themselves and their surroundings, relaxation techniques, dealing with peer pressure, increase in awareness of differences in others, manifesting their goals, bullying, finding peace within and interactive game playing. We have had a total over 250 past participants over the past years. The feedback from the students were all positive and confirmed to us that students used the tools taught in class to help themselves calm down in moments of distress or anger, set their life goals and put themselves first before their peers. We also received feedback from parents of the students that confirmed their child's answers on the form. They were quite happy with the results of their child's effort in using the tools learned in class and their behavior changes.

#### **Rachel's Challenge Chain Link Clubs –**

Rachel Scott was the first person killed at Columbine High School on April 20, 1999. Her acts of kindness and compassion coupled with the contents of her six diaries have become the foundation for Rachel's Challenge, one of the most life-changing school programs in America. In partnership with Ellington Public Schools, Windermere Intermediate PTO, and DAPC, RACHEL'S CHALLENGE was presented to 5<sup>th</sup> and 6<sup>th</sup> grade students and parents/community members on October 14, 2010. The program begins as an assembly for students but creates a momentum that will be carried throughout the school year. Youth Services currently runs two afterschool RACHEL'S CHALLENGE programs with a total of 32 students with high school volunteers assisting in program.

## **745- Youth Activities**

**Website Management** – The website offers a place for families can gather information on youth services and resources for issues and topics facing families today. Since February 2009 (one year) the website had 74,768.00 hits.

**Community Resources Distribution** – Youth Services every year distributes information to all school age students (2,500) regarding services and topics like stress management for families. This information is given out at open houses in the beginning of the school year.

**Parent Workshops/Resources** – We are currently running an ADD/ADHD parent discussion night group, internet safety nights and offer a variety of parenting resources, dvds, and programs which are available to families at our offices.

**The Voyage** - a program for 5<sup>th</sup> grade students on discovering the world and themselves. While students learn about life in the other parts of world they discover important lessons on belonging, usefulness, teamwork, and appreciation of life.

**Girl Power Camp** – A day of self-empowerment and leadership skills for young girls.

**Safety Town** - Safety Town is an interactive five-day program (two hours per day) that expands children's knowledge of safety. This programs runs for three weeks in the summer, we have about 120 participants.

**123 I am Me** – A six week summer program that works with 1<sup>st</sup> and 2<sup>nd</sup> graders on building confidence, self-esteem, self-concept, stress-management and conflict resolution skills.

**Counseling Resources** – The funding goes to pay for materials and resources for counseling children and their families. In FY 09-10, 28 different families were assisted at Youth Services.

**Counseling Groups** – The funding goes to pay for supplies, advertisements and assistant facilitators for the groups.

**Homework Clubs** - This a mentoring program for at-risk students in first thru sixth grade.

For a half of the school year, we tutor over 60 students. Middle school and high school students volunteer for the elementary school level and high school student are paid for the 5<sup>th</sup> and 6<sup>th</sup> grade level. We currently have 20 middle school volunteers and 20 high school tutors.

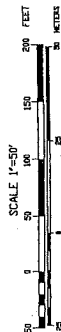
### **Prevention Coordinator / Programs -**

1. Attend DMHAS Learning Communities and prepare needed assessment and strategic plan documents as well as bi-annual and quarterly reports and evaluation document.
2. Create, copy and send out parent newsletter three times a year to parents of students in grades 6-12, each mailing is sent to approximately 1400 homes.
3. Ordered and prepared 2500 recycling bags filled with incentives and information and gave out to parents at all school open houses in the fall.
4. Maintain and update website. <http://bethechange.ellington-ct.gov> 160,000 hits since website went live.
5. Maintain and update Rise Above Facebook page.
6. Prepare ads and articles for newspapers.
7. Prepare and send press releases.
8. Serve as a liaison to police regarding roving patrols and other enforcement programs
9. Advertise and collect scholarship applications in spring. Meet with other staff members to choose scholarship recipients.
10. Developed parent survey on website

### **Duties as Advisor to Rise Above Student Leadership Group:**

- Attend meetings at high school twice a month (attendance usually around 50 students. Total membership for Rise Above over 125 students, up from 40 last year and 20 the year before). Communicate, mostly by email to members.
- Lead Rise Above Core Group (student executive board) meetings in the evening twice a month.
- Attend trainings for Community Voice Channel. Three studio productions done so far.
- Meet with students on the poster committee, leadership symposium committee and Fair on the Green committee.
- Community Service Activities. Car Wash and Bottle Drive in spring for Safe Graduation Committee
- Dodge Ball tournaments for middle school and high school students-assisted students
- Rise Above attended 8<sup>th</sup> grade orientation and freshman orientation. Accompanied them and assisted.
- Oversee and help plan other social events for students
- Organize and get supplies for the committee that assembles 350 prom favors in May. Deliver prom favors to banquet facility

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Received for record April 9, 2002 at 12:48 PM  
Artist: Nancy L. Louch, Best Tool Clerk  
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**INKED ORIGINAL  
SCHOLAR SERVERS**

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON

Alfred E. Schmuller 2/06/02 LS 00721  
 ALFRED E. SCHMULLER, LICENSED LAND SURVEYOR DATE LICENSE NO.

RELATIONS	<p>COMPILED PLAN SHOWING LAND GROVE OPERATING, L.P. &amp; THE TOWN OF ELLINGTON, ELLINGTON, CONNECTICUT</p> <p>SCHINDLER SURVEYS OF ELLINGTON, CONNECTICUT</p> <p>DATE 10/26/02</p> <p>SCALE 1" = 50'</p> <p>DRAWN BY A.E.S.</p>
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#### Exhibit 4

1. Site location map – see exhibit 3
2. Real estate appraisals (if land acquisition is proposed) – NA
3. Proposed project schedule – 18 to 24 months from grant award
4. Project cost estimates supporting the request for funding - see exhibit 1
5. “Local Zoning, Building, and Fire Marshal approvals as well as review per Section 8-24 of the Connecticut General Statutes will be required for this project. Application to these departments will commence after the grant is awarded.”
6. Environmental site assessments – NA
7. Any town resolutions in support of the project – There will be a town meeting to approve the STEAP Grant once awarded.



# CAPITAL IMPROVEMENT PROGRAM SURVEY

## Proposed Project Detail

Agency/Department: PUBLIC WORKS DEPT.

Priority Rank by Agency/Dept:  
Required/Desired Date of Project Completion:

Project Name: HUMAN SERVICES FACILITY

Type of Project: FACILITIES

**Project Description:** STEAP GRANT APPLICATION RESULTS, FUNDS HERE ARE NEEDED TO CONTINUE TO ADDRESS THE SPACE NEEDS OF BOTH DEPARTMENTS IN THE FACILITY THAT IS SHARED BY THEM, EXPANSION, WEATHER AND ENERGY ENHANCEMENTS THAT ARE REQUIRED.

**Justification:**

**Benefits:**

**Costs If Not Implemented:**

ESTIMATED PROJECT COSTS	FUNDING SOURCE	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	DEFERRED PROJECTS	SOURCE OF COST ESTIMATES
Planning & Engineering			\$20,000	\$20,000	\$30,000	\$30,000				
Site & ROW Acquisition										
Construction										
Equipment Purchases										
Other (Identify)										
SUBTOTAL										
New Personnel										
Annual Maintenance										
TOTAL COST TO TOWN			\$ 20,000	\$ 20,000	\$30,000	\$30,000				
FUNDING SOURCE:		(1) Capital Non-Recurring Fund (7) General Fund(8) Other		(2) Short-Term Note	(3) Bond Issue	(4) Grant	(5) Trust Fund	(6) Special Assessment		

# CAPITAL IMPROVEMENT PROGRAM SURVEY

## Proposed Project Detail

Agency/Department: PUBLIC WORKS DEPARTMENT

Priority Rank by Agency/Dept: 5  
Required/Desired Date of Project Completion:

Project Name: TOWN HALL ADDITION AND REAR LOBBY

Type of Project : BLDG ADDITION/RENOVATION

Project Description: THESE FUNDS WILL BE USED TO CONTINUE FOR PLANNING AND SCOPE OF NEEDS DETERMINATION FOR THE EXISTING TOWN HALL AND THE SPACE REQUIREMENTS THAT CONTINUE TO BE ADDRESSED.

Justification:

Benefits: .

Costs If Not Implemented:

ESTIMATED PROJECT COSTS	FUNDING SOURCE	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	DEFERRED PROJECTS	SOURCE OF COST ESTIMATES
Planning & Engineering		\$15,000								
Site & ROW Acquisition										
Construction										
Equipment Purchases										
Other (Identify)										
SUBTOTAL										
New Personnel										
Annual Maintenance										
TOTAL COST TO TOWN		\$15,000								
FUNDING SOURCE:	(1) Capital Non-Recurring Fund (7) General Fund(8) Other	(2) Short-Term Note	(3) Bond Issue	(4) Grant	(5) Trust Fund	(6) Special Assessment				